



GTCC NEWSLETTER

Volume VI Issue IX

NOVEMBER 2016

References

- COMDTINST M4600.18
- JTR, U2500
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

Inside this issue:

TMC/Lodging Exceptions	1
Conference Lodging	1
No GTCC and Lodging	1
SmartPay III Timeline	2
Group Travel	2
Good to Know	2
PaymentNet Alerts	3
FAQs	3
Tax Exempt	3
In The Spotlight	4

GTCC

Travel Charge Card

Web Page

<http://www.uscg.mil/psc/bops/govtrvl/>

JPMC Travel Manager

Help Line

866-725-1184

Use of TMC and Travel Lodging Exceptions

Unless otherwise identified in the JTR or FTR, there are no other exceptions to NOT use the TMC for lodging beyond what is listed in [ALCGPSC 120/16](#). Many units cite they have viable reasons to not use the TMC for lodging. The command and the AO should review the JTR/FTR for clear exceptions to this travel policy. Any exceptions beyond those detailed in [ALCGPSC 120/16](#) or requests for policy waivers should be forwarded to CG-133 or CG-12 for review and approval.

Conference Lodging Requirement and Civilian employees

There is no conference exception per the FTR for civilian travelers and conference lodging that we have identified. The reservation must be made via ADTRAV. If the traveler has a specific hotel in mind, they can ask ADTRAV to try to secure the reservation at the designated facility. We suggest traveler provide any group lodging information that they may have from the conference to the ADTRAV agent. If ADTRAV is unable to secure a lodging reservation at that specific location within per diem, then they will search for other lodging at the TDY location (City/State) that is within Per Diem. If they are unable to secure lodging within per diem at the TDY location, then they will note this on the RezConfirm document and the traveler is free to proceed with trying to book the lodging on their own or engaging their Approving Official to see if above per diem lodging may be authorized on the orders.

Lodging Requirements and No GTCC

When the traveler does not have a GTCC, airfare is billed to the centrally billed account (CBA) also known as billed to the TONO. The full service fee for this travel is also billed to the CBA. When lodging is required as part of the travel, the TMC shall be used to secure lodging and the lodging service fee is included with the airfare fees. Travelers who do not have a GTCC must use the TMC to secure lodging and the service fee is billed to the CBA when commercial travel is included. The traveler then pays the lodging upon arrival with other personal payment methods.



SMARTPAY III TIMELINE

The current contract with JPMC is under the SmartPay II contract and is expiring in two years. While this seems like a long way out, there is a lot of work and potential impacts that will happen over the next two years especially since JPMC has stated they will not be bidding for the new contract. Provided below is the timeline for the transition:

FY 2017

Q1 - GSA expects to Release Request for Proposal to the banks.

Q2 - DHS CFO will solicit Component technical requirements for our task order.

Q3 - DHS CFO will establish the task order review team based on the Component technical requirements (component participation will be requested).

Q4 - GSA expects to award the SmartPay III master contract.

FY 2018

Q1 - DHS expects to award a task order on the SmartPay III master contract.

FY 2019

November 29, 2018— SmartPay II expires.

November 30, 2018— SmartPay III begins. DHS cardholders will begin using newly issued charge cards.

GROUP TRAVEL and Restricted Fares

Per the JTR the AO and not the travel arranger must complete a restricted fare checklist before approving the use of a restricted fare. This authorization must be included on the travel order. Since group travel is outside of the GSA city pair program contract, the big hurdle of getting around the contracted fare requirement is already met by this. But the rest of the checklist items should be reviewed by the Group Travel Agent with the travel arranger to determine if the use of the restricted fare is proper per the JTR or not - <http://www.defensetravel.dod.mil/Docs/Restricted-Airfares-Checklist.pdf> and then if proper, ensure that the orders are amended to authorize the restricted fare.

Check out [Group Travel](#) on the GTCC website, Traveler Information page.

Good To Know

JTR 1035-A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fail to follow these regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Disciplinary action must *not* be through refusal to reimburse unless no authority exists or is so stated in this regulation.

Travel Manager Tool (TMT): the TMT is a tool to help you decipher your hierarchy down to a unit and personnel level. This tool will require a set up process, but once established can be used to help produce the required travel manager reports and breaks the data down to a cardholder level. This breakdown to this level is not available in PaymentNet. The is the 'who's who in the zoo' tool, found on the [Travel Manager page](#) of the GTCC website.



PaymentNet Alerts

Did you suddenly start getting delinquency alert notifications? JPMC came through and corrected the alert error caused by the August PaymentNet update. The following notification was posted on the Payment Net home page:

The Approaching Credit Limit, Delinquent Account, and Inactive Account Reminder alerts fix deployed on **Friday, November 4** might result in additional email volume over the weekend. Notifications will include accounts that met the alert criteria between **Saturday, August 19** through **Friday, November 4** and continue to meet that criteria as of **Saturday, November 5**. We apologize for any inconvenience.

If you are aware of delinquencies, please let us know if you are not receiving PaymentNet past due alerts.

So what do you do with a delinquency alert? By the time you receive the alert, the cardholder has already received two other notifications at 1 and 15 days past due. Now you and the cardholder receive alerts at 30, 60 and 90 days past due. As a Travel Manager, you are required to notify the cardholder's command of the delinquent account. This notification and prompt action to pay help keep the Coast Guard delinquency rates well below the DHS minimums of 2 percent. You are a key player in helping reduce our delinquency rates.

FAQs

Frequently asked questions (FAQ). Did you know there is a list of FAQs available to the [GTCC home page](#)? What if someone has a question about getting a credit limit increase after hours? See the Stranded Traveler FAQ. What if you had questions about card use in conjunction with leave and official travel? See the LICWO FAQ. Is someone concerned about their credit score when applying for a new travel card? Check out the Credit Score Process and Credit Worthiness FAQs. What does the cardholder do if they have been in an accident in a rental car? See Rental Car FAQ. And most recently there is a new one about using ADTRAV during official travel for lodging (ALCGPSC 120/16), check out the Lodging FAQ. Make use of these tools and be sure to share with your commands, AOs and travelers.



Tax Exempt

Although the purchase cards under the GSA Smartpay2 Contract have the correct numbering for tax exemption, the travel charge cards do not. In the case of the travel cards, the exemption status and form requirements vary from state to state. Which states provide for a tax exemption when using the GTCC and what their specific requirements are can be found at: [GSA State Tax Information](#) or at [GSA Mobile Site via your Smartphone - State Tax Information](#)



Louisiana Tax Exempt Changes: The following tax exemption update is being made to the GSA SmartPay SmartTax portion of the website for the state of Louisiana.

The Louisiana Department of Revenue confirmed the following: Federal Government travelers with the GSA SmartPay travel card (IBA) are eligible for hotel tax exemption if the traveler has an active travel card, can present a valid government ID, and one of two supporting documents (1) travel orders on government letterhead or (2) one of the three signed exemption forms, currently available under Louisiana on the [GSA SmartPay SmartTax Map](#).

GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

Mr. Matt Ruckert
Matthew.T.Ruckert@uscg.mil
703-201-3080

Ms. Carlene Curry
Evelyn.C.Curry@uscg.mil
703-258-5996

CG PSC Business Operations
2703 Martin Luther King Jr Ave SE,
Stop 7200
Washington, DC 20593-7200



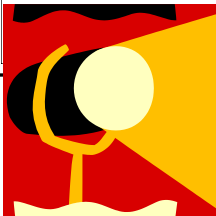
*REMEMBER * ALWAYS PROTECT PII*

ARL-PF-CGPSC-JPMC-GTCC@uscg.mil

From PSC Business Operations GTCC Program ...



In the Spotlight



CWO Arnaz Deal actively verified high credit limits.

YNC Brian Applegate and YN1 Toqua Fore inquired about quasi generic GTCC .

Ms. Shannon Dorsey identified an issue in DA with ATU visibility in her hierarchy/by delinquency reports.

Ms. Deanna Morris inquired about a CG CIV who is also CG RES cardholder having two separate accounts.

Ms. Karen Bruno inquired on a comparison between DHS Travel Card policy and CG GTCC policy.

YN1 Heather Dunham: checked in for technical support using the Travel Manager Tool to help with GTCC reporting for units.

Great questions! Thanks for asking.

Keep up the great work!